

Texas State Board of Social Worker Examiners Time Frame for Licensing

Procedure	Amount of Time*
Obtain application packet Download from web immediately or contact the board and request a copy	Requested copies are sent out in 2-3 weeks
Submit application, fee, and necessary documentation of qualifications Approval to sit for a qualifying examination is communicated to ASWB and the applicant in writing when all qualifying information has been received and approved by the board	LMSW, LBSW** Approval to test 3-4 weeks LMSW-AP, LCSW Approval to test 5-8 weeks
Take and pass exam An applicant who has been approved to sit for an examination schedules the examination through the Association of Social Work Boards (ASWB).	
The board office receives scores from ASWB approximately __ days after the test. Upon receipt of verification of a passing score, as long as the applicant has met all other qualifications and paid all applicable fees, the board can issue the license.	14 days after receipt of score
Total time for initial licensure	3 months or more***

* If board staff determine that an applicant's qualifications are subject to review by the board, the licensee will be notified of the time and location of the meeting in which their application will be reviewed by the board.

** Exam approval for the LBSW and LMSW will be given upon receipt of verification of scheduled graduation from an accredited program. A license approval cannot be given without an official transcript which clearly indicates that the appropriate degree was conferred and the date it was conferred.

*** If an applicant has unusual issues (i.e. a criminal history, discipline history, deficiencies in qualifications, supervision without a board approved plan, etc.), the time frame will be longer.

TIP: Pay careful attention to the addresses listed on application forms

Due to mail processing procedures at the Health and Human Services Commission, mail is not delivered directly to this office location. This causes a delay in receipt of mail at this office thus resulting in the time delays listed above. Failure to mail forms to the proper address can cause even more lengthy delays.

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With few exceptions, you have a right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be **incorrect**. (Reference: Government Code, Sections 522.021, 522.023, 559.003 and 559.004)